

COMMUNITY ACTION NATIONAL PERFORMANCE INDICATORS (NPIs)

INDIVIDUAL AND FAMILY

COMMUNITY ACTION NPIs

Community action agencies that receive CSBG funding are required to annually report their community action outcomes. The CSBG program requires agencies to collect and report their individual, family, and community outcomes within the framework of the three national Community Action goals:

Community Action Goals

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

To present a uniform and coherent national picture of community action outcomes, the Community Action network adopted and uses the Community Action NPIs for national community action data collection and reporting. The Community Action NPIs measure the impact community action programs, services, and initiatives have on individuals, families, and communities, and measure progress towards achieving the three national Community Action goals.

FY 2022 CSBG APPLICATION INSTRUCTIONS: Individual and Family NPIs

There are 45 Individual and Family NPIs. All 45 NPIs are listed on these spreadsheets by CSBG domain: Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement and Community Involvement.

As part of your agency's FY 2022 CSBG application your agency is responsible for reviewing all 45 NPIs and identifying the NPIs that capture the outcomes your agency plans to achieve through programs and services your agency implements in FY 2022. For each NPI your agency identifies, your agency will set a target and report outcomes during FY 2022.

1. Complete and include the Individual and Family NPI spreadsheets with your agency's FY 2022 CSBG application.

Instructions:

A. Review all 45 NPIs. *The 45 NPIs are in the 13 tabs:*

EMPL_1 EMPL_2 EMPL_3 ED_1 ED_2 ED_3 ASSET_1 ASSET_2
HOUS_1 HOUS_2 HEA_1 HEA_2 ENGAGEMENT

B. Identify the NPIs that capture the outcomes your agency plans to achieve through the programs and services your agency will implement in FY 2022. For each NPI your agency identifies, provide the names of the programs and services that will provide the outcomes data for the NPI.

To identify a NPI, enter YES in the PLANNED NPIs column and enter the names (acronyms are preferred) of the programs and services that will provide the outcomes data for that NPI in the PROGRAMS AND SERVICES column.

For the NPIs your agency does not plan to report on, enter NO in the PLANNED NPIs column and leave the PROGRAMS AND SERVICES column blank.

For your agency's FY 2022 CSBG application, only complete the PLANNED NPIs column and, if applicable, the PROGRAMS AND SERVICES column. Your agency will complete the other sections during and at the end of FY 2022. The due dates and instructions for FY 2022 reporting are provided in the following sections.

Additional guidance and assistance for identifying individual and family NPIs:

- Your agency should use the Community Action NPIs Crosswalk (February 3, 2021) to determine which NPIs your agency should identify and plan to report on. For each NPI, if applicable, the crosswalk lists the common Iowa community action programs and services that likely provide outcomes data the NPIs are trying to capture.
- Your agency should use the following procedure to determine which NPIs your agency should identify and plan to report on. Agencies are not required, but are encouraged to use this procedure.

Procedure for Identifying Individual and Family NPIs

Below are three questions that were developed to assist your agency in determining which Individual and Family NPIs your agency should identify and plan to report on during FY 2022.

If your agency answers YES to all three questions, your agency should identify the NPI on the spreadsheet and plan to report on the NPI during FY 2022.

If your agency answers NO to any of the three questions, your agency should not identify the NPI on the spreadsheet and your agency should not report on the NPI during FY 2022.

Questions:

1. Does this NPI capture an outcome our agency is trying to achieve through one or more of our agency's programs and services?
2. Do our programs or services collect the data (unduplicated counts) the NPI requires?
3. Will our agency be able to collect and report the data (unduplicated counts) for this NPI throughout FY 2022?

- Employment NPIs #1c, #1d, #1f and #1g, Income and Asset Building NPIs #3a and #3b, and Housing NPIs #4c and #4d: These are NPIs with retention time frames (i.e. 90 days or 180 days) and only apply to programs and services that specifically require follow-up activities to be conducted and tracked.
- Employment NPIs #1b through #1g: A "living wage" job is defined as a job that pays above 200% of the HHS Poverty Guidelines for a one-person household.
- Income and Asset Building NPI #3h: This NPI requires agencies to report clients who reported improved well-being as measured by the CFPB Financial Well-Being Scale.
- "Other Performance Indicator" [OPTIONAL]: These rows are provided for agencies to add and report on agency specific performance indicators that are not captured by the 45 Individual and Family NPIs. Agencies are not required to add and report agency specific performance indicators. This is an option available for agencies.

REPORTING INSTRUCTIONS: Individual and Family NPIs

During FY 2022, your agency will set targets and report the progress and outcomes on the Individual and Family NPIs your agency identified using these spreadsheets. The following are the due dates and instructions for reporting.

DUE DATE: November 12, 2021

On or before November 12, 2021, your agency is responsible for reviewing all 45 NPIs, identifying the NPIs that capture the outcomes your agency plans to achieve through the agency programs and services your agency implemented in FY 2022, and reporting individual and family projections and targets for the NPIs your agency identifies.

1. Complete and submit the Individual and Family NPI spreadsheets by November 12, 2021.

Instructions:

A. Review all 45 of the NPIs on the Individual and Family NPI spreadsheets your agency prepared and included with your FY 2022 CSBG application. Update and amend any incorrect information on these spreadsheets.

B. For each NPI with YES in the PLANNED NPIs column, report the following:

PROJECTED INDIVIDUALS/HOUSEHOLDS: Provide the number of individuals or households your agency expects to assist/serve from October 1, 2021 through September 30, 2022.

INITIAL TARGET: Provide the number of individuals or households your agency expects will achieve the outcome during FY 2022.

For November 12, 2021 reporting, do not complete any of the other sections on these spreadsheets.

DUE DATE: April 29, 2022

On or before April 29, 2022, your agency is responsible for reviewing all 45 NPIs, identifying the NPIs that capture the outcomes your agency plans to achieve through the agency programs and services your agency implemented in FY 2022, and reporting individual and family outcomes (at 6-months) and targets for the NPIs your agency identifies.

1. Complete and submit the Individual and Family NPI spreadsheets by April 29, 2022.

Instructions:

A. Review all 45 of the NPIs on the Individual and Family NPI spreadsheets your agency prepared and submitted for November 12, 2021 reporting. Update and amend any incorrect information on these spreadsheets.

B. For each NPI with YES in the PLANNED NPIs column, report the following:

6-MONTH INDIVIDUALS/HOUSEHOLDS: Provide the actual number of individuals or households your agency assisted/served from October 1, 2021 through March 31, 2022.

6-MONTH OUTCOME: Provide the actual number of individuals or households that achieved the outcome by March 31, 2022.

FINAL TARGET: Review your agency's 6-MONTH INDIVIDUALS/HOUSEHOLDS, 6-MONTH OUTCOME, and INITIAL TARGET. Provide the number of individuals or households your agency now expects will achieve the outcome during FY 2022. This target will be your agency's FINAL TARGET for FY 2022 and be used in the ACHIEVED OUTCOME and TARGET ACCURACY calculations.

For April 29, 2022 reporting, do not complete any of the other sections on these spreadsheets.

DUE DATE: November 11, 2022

On or before November 11, 2022, your agency is responsible for reporting individual and family year-end outcomes for the NPIs with a final target.

1. Complete and submit the Individual and Family NPI spreadsheets by November 11, 2022.

Instructions:

- A. Using the Individual and Family NPI spreadsheets your agency prepared and submitted for April 29, 2022 reporting, for each NPI with a FINAL TARGET, report the following:

YEAR-END INDIVIDUALS/HOUSEHOLDS: Provide the actual number of individuals or households your agency assisted/served from October 1, 2021 through September 30, 2022.

YEAR-END OUTCOME: Provide the actual number of individuals or households that achieved the outcome by September 30, 2022.

- B. Review and evaluate your agency's YEAR-END OUTCOME, ACHIEVED OUTCOME percentage, and TARGET ACCURACY percentage.

Explain all TARGET ACCURACY percentages that are BELOW 80% or ABOVE 120%. Provide a brief explanation for these performance percentages in the COMMENTS/NOTES section at the bottom of the spreadsheet or submit the explanations on a separate document.

Auto-calculated formulas (for information purposes only)

ACHIEVED OUTCOME (for INDIVIDUALS):

[YEAR-END OUTCOME / YEAR-END INDIVIDUALS] = ACHIEVED OUTCOME %

ACHIEVED OUTCOME (for HOUSEHOLDS):

[YEAR-END OUTCOME / YEAR-END HOUSEHOLDS] = ACHIEVED OUTCOME %

TARGET ACCURACY:

[YEAR-END OUTCOME / FINAL TARGET] = TARGET ACCURACY %